



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

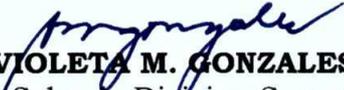
Office of the Schools Division
Superintendent

MEMORANDUM
No. 150, s. 2025

**CONDUCT OF THE K TO 12 BASIC EDUCATION PROGRAM
END-OF-SCHOOL-YEAR RITES FOR THE SCHOOL YEAR 2024-2025**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operation Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. Attached is DepEd Memorandum No. 027, s. 2025, on the above-captioned title, stipulating certain provision to be followed in the conduct of the **End-of-School-Year (EOSY) Rites for SY 2024-2025**, from April 14 – 15, 2025, focusing on the theme, “Henerasyon ng Pagkakaisa: Kaagapay sa Bagong Pilipinas (Generation of Unity: Partners for the New Philippines).
2. The said issuance reiterates the provisions of DepEd Order No. 009, 2023, Updating Implementing Guidelines on the Annual Conduct of the K to 12 Basic Education Program End-of-School Year Rites. All public elementary and secondary schools are enjoined to ensure that the said order is strictly followed. Private schools have the discretion to adopt the provisions of the said DO as basis in the conduct of their Moving-up or Graduation Ceremonies.
3. Please refer to the following enclosures of this Memorandum, for guidance.
 - a. *Enclosure 1* - Division Reminders on the Conduct of the K to 12 Basic Education Program End-of-School Year Rites for SY 2024-2025
 - b. *Enclosure 2* – Schedule of the Conduct of the End-of-School-Year Rites
 - c. *Enclosure 3* - Prescribed Program Flow for the Graduation Ceremonies
4. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:

GRADUATION LEARNERS SCHOOL
FCM/Memo – End-of-School-Year Rites for the School Year 2024-2025
150 Marchy, 2025 NUM-2025-150



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 805-9935, (02) 805 - 9940
 sdomuntinlupa@gmail.com





Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Enclosure 1

**Division Reminders on the Conduct of the K to 12 Basic Education Program
End-of-School Year Rites for SY 2024-2025**

1. Excessive spending, extravagant attire, and extraordinary venue are discouraged for the conduct of the EOSY Rites. Considering the high heat index during this season, the use of *sablay* or graduation sash is advised instead of *toga*. Likewise, the EOSY Rites shall be held in covered or indoor venues with proper ventilation.
2. Expenses to be incurred by the schools, relative to the conduct of the said activity shall be charged to the schools' Maintenance and Other Operating Expenses (MOOE), subject to the usual accounting and auditing rules and regulations. No DepEd Official or personnel shall be allowed to solicit or collect graduation fees or any kind of monetary contribution for the Graduation and Moving-Up Ceremonies.
3. All schools must ensure that the EOSY rites are conducted in a solemn and dignified manner, and shall not be used as a political forum, in strict adherence to DepEd Order No. 48, s. 2018- *Prohibition of Electioneering and Partisan Political Activity*. Moreover, all premises must be clear from any promotional booths or materials to preserve the formality of the event without any distractions or commercial activities.
4. DepEd Order No. 36, s. 2026 – Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program remains in force and in effect, except for any provision that is inconsistent with DO 66, s. 2017, shall not be imposed as graduation or completion requirements.
5. Please refer to Enclosure 1, pages 44 – 46 of DepEd Order No. 31, s. 2019 – *The Department of Education Service Marks and Visual Identity Manual*, relative to the format of the Certificates of Completion (Katunayan) for Kindergarten to Junior High School and Diploma (Katibayan) for Senior High School.
6. For related services rendered on weekends, teaching and non-teaching personnel shall be entitled to Service Credits or Compensatory Time-Off (CTO), in accordance with Civil Service and DBM Joint Circular No. 2, s. 2024 on *Non-Monetary Remuneration for Overtime Service Rendered* or DO 53, s. 2003 on *Updated Guidelines on Grant of Vacation Service Credits to Teachers*
7. Schools are advised to forward Diplomas /Certificates to the office of the SDS for her signature on or before April 7, 2025. Signed Diploma / Certificate are to be given to the graduates/completers during the ceremony.

2025 END OF THE SCHOOL YEAR RITES SCHEDULE (FINAL)
(two days only per DO No. 9, s 2024 & DM No. 27 s. 2025)

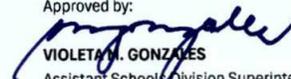
Date	Time	School	Venue	In-Charge	Date	Time	School	Venue	In-Charge
April 14	6:00 - 9:00	Muntinlupa NHS (JHS)	MNHS School Gymnasium	Dr. Eric Fungo	April 14	6:00 - 9:00	Pedro E. Diaz HS	School Covered Court	Dr. Evangeline Aman
	7:30 - 9:30	Poblacion NHS	Southville Covered Court	Ms. Clarissa Avila		7:30 - 9:30	Bayanan ES (Unit I)	School Covered Court	Dr. Yaledegter Maligaya
	9:00 - 11:00	Victoria Homes ES	School Ground	Dr. Ma. Theresa Dela Rosa		9:00 - 11:00	Bayanan ES (Main)	School Covered Court	Dr. Evangeline Aman
	10:30 - 12:30	Poblacion ES	MNHS School Gymnasium	Ms. Clarissa Avila		10:30 - 12:30	F. De Mesa ES	School Ground	Dr. Ada Tagle
	1:00 - 4:00	Muntinlupa NHS (SHS)	School Covered Court	Dr. Eric Fungo		1:00 - 4:00	Cupang SHS	Ayala Malls Southpark	Dr. Evangeline Aman
	2:30 - 4:30	Itaas ES	School Covered Court	Dr. Ma. Myra Namit		2:30 - 4:30	Cupang ES (Main)	School Covered Court	Dr. Ma. Theresa Dela Rosa
	4:00 - 6:00	Muntinlupa ES	School Covered Court	Dr. Ma Myra Namit		4:00 - 6:00	Alabang ES	School Covered Court	New PSDS
	5:30 - 7:30	Soldiers Hills ES	School Ground	Dr. Ada Tagle		5:30 - 7:30	Filinvest Atabang ES	School Ground	Dr. Yaledegter Maligaya

April 15	6:00 - 10:00	Tunasan NHS (SHS)	TNHS School Tent	Dr. Eric Fungo	April 15	6:00 - 10:00	Buli ES	School Covered Court	Dr. Yaledegter Maligaya
	7:30 - 9:30	Putatan ES	School Covered Court	Dr. Ma. Myra Namit		7:30 - 9:30	Sucac ES	SES Covered Court	Dr. Ma. Theresa Dela Rosa
	9:00 - 11:00	Muntinlupa Science HS (JHS)	School Covered Court	Ms Clarissa Avila		9:00 - 11:00	Muntinlupa Business HS (Main)	Ayala Malls Southpark	Dr. Eric Fungo
	10:30 - 12:30	Lakeview IS (ES)	School Covered Court	Dr. Jayboy Evano		10:30 - 12:30	Sucac ES Annex (Zone 3 & Zone 4)	SES Covered Court	Dr. Ma. Theresa Dela Rosa
	12:30 - 2:30	Tunasan NHS (ALS)	TNHS School Tent	Ms Clarissa Avila		12:30 - 2:30	Muntinlupa Business HS (Sucac Annex)	SES Covered Court	Dr. Eric Fungo
	1:00 - 4:00	Lakeview IS (JHS/SHS)	School Covered Court	Dr. Jayboy Evano		1:00 - 4:00	Bagong Silang ES	Waltermart Sucac	Dr. Evangeline Aman
	2:30 - 4:30	Tunasan ES	TNHS School Tent	Dr. Ada Tagle		2:30 - 4:30	Cupang ES (Sitio Annex)	Waltermart Sucac	Dr. Yaledegter Maligaya
	4:00 - 6:00	Muntinlupa Science HS (SHS)	School Covered Court	Ms Clarissa Avila		4:00 - 6:00	Sucac SHS	School Ground	Dr. Jayboy Evano
5:30 - 7:30	Tunasan NHS (JHS)	TNHS School Tent	Ms Clarissa Avila						

Prepared by:

FLORANTE C. MARMETO
Chief Education Supervisor
Curriculum Implementation Division

Approved by:


VIOLETA M. GONZALES
Assistant Schools Division Superintendent
OIC - Office of the Schools Division Superintendent

2025 PALATUNTUNAN NG PAGTATAPOS

Tema: "Henerasyon ng Pagkakaisa: Kaagapay sa Bagong Pilipinas"

- | | |
|--|---|
| I. Pagpasok ng mga | Mga Magsisipagtapos
Mga Kawaning Hindi nagtutu
SPTA
Mga Guro
Mga Panauhin
Punong Guro
Mga Pansangay na Tagapamasid
Mga Pandistritong Tagamasid ng mg Pampublikong Paaralan
Punong Tagamasid, Sangay ng Pagpapatupad ng Kurikulum
Nanunungkulan Punong Tagamasid, Sangay ng Kurikuluma at mga Gawain ng Paaralan
Nanunungkulang Opisyal Tanggapan ng Pangalawang Pansangay na Tagapamanihala ng mga Paaralan
Nanunungkulang Opisyal, Tangapan ng Pansangay na Tagapamanihala ng mg Paaralan
Programang Pagtatapos (Guidance Teacher)
Sagisag ng Paaralan (Faculty President) (SPG President)
Pagpasok ng mga Kulay |
| II. Pambansang Awit
Panalangin
Martsa ng Muntinlupa | Audio Visual Presentation
Audio Visual Presentation
Audio Visual Presentation |
| III. Pagbati | Mag-aaral na may Mataas na Karangalan
(Max. 2 minutes to be checked by the PSDS) |
| IV. Pagpapakilala sa mga
Mag-aaral na
Magsisipagtapos | Punong-guro |
| V. Pagpapatunay sa mga
Mag-aaral na
Magsisipagtapos | Pandistritong Tagamasid ng mga Pampublikong Paaraan |
| VI. Pagpapatibay sa mga
Mag-aaral na
Magsisipagtapos | Dr. VIOLETA M. GONZALES
Pangalawang Pansangay na Tagapamanihala ng mga Paaralan
Nanunungkulang Opisyal, Tanggapan ng Pansangay na Tagapamanihala ng Mga Paaralan |
| VII Mensahe | Kgg. ROZZANO RUFINO B. BIAZON
Punong Lungsod, Lungsod ng Muntinlupa
PAGGAWAD NG MEDALYA
Kgg. Mttl. JAIME R. FRESNEDI
Kinatawan, Lungsod ng Muntinlupa
PAGGAWAD NG MEDALYA |
| VII. Mensahe ng Kalihim
ng Kagawaran ng
Edukasyon | Kgg. JUAN EDGARDO 'SONNY' M. ANGARA
Kalihin, Kagawaran ng Edukasyon |
| IX Pamamahagi ng mga
Katibayan ng
Pagtatapos | Dr. VIOLETA M. GONZALES
Pangalawang Pansangay na Tagapamanihala ng mga Paaralan
Nanunungkulang Opisyal, Tanggapan ng Pansangay na Tagapamanihala ng Mga Paaralan
(PANGALAN)
Pandistritong Tagamasid ng mgs Pampublikong Paaralan
(PANGALAN)
Punomg-guro |

8

- X. Paggawad ng Medalya sa mga Mag-aaral na Nagkamit ng Karangalan
- XI. Talumpati ng Pagtatapos Mag-aaral na may Mataas na Karangalan
(Max 3 minutes to be checked by the PSDS)
- XII. Panunumpa ng Katapatan Mag-aaral na may Mataas na Karangalan
(Max 2 minutes to be checked by the PSDS)
- XIII. Pasasalamat (Desisyon ng Paaralan)
- XIV. Himno ng Sangay ng
Muntinlupa Mga Mag-aaral na Nagsipagtapos
- XV. Himno ng Paaralan Mga Mag-aaral Nagsipagtapos
- XVI. Paglabas ng Kulay Paglabas ng Kulay
Sagisag ng Paaralan (Faculty President) (SPG President)
Programang Ppagtatapos (Guidance Teacher)
Nanunungkulang Opisyal, Tangapang ng Pangalawang
Pansangay na Tagapamanihala ng mga Paaralan
Nanunungkulang Opisyal, Tangapang ng Pansangay na
Tagapamanihala ng mga Paaralan
Nanunungkulang Punong Tagamasid, Sangay ng Pamamahala at
mga Gawain ng Paaralan
Punong Tagamasid, Sangay ng Pagpapatupad ng Kurikulum
- Mga Pandistritong Tagamasid ng mga Pamublikong Paaralan
Mga Pansangay na Tagamasid
Mga Panauhin
Punong-guro
Mga Guro
SPTA
Kawaning Hindi Nagtuturo
Mga Nagsipagtapos



2024 YEAR END CEREMONY PROGRAMME FLOW
Theme: "Generation of Unity: Partners for the New Philippines"

- | | |
|--|---|
| I. Processional | Candidates for Graduation
Non-Teaching Personnel
SPTA
Faculty Members
Guest
School Principal
Education Program Supervisors
Public Schools District Supervisors
OIC- SGOD-Chief Education Supervisor
CID – Chief Education Supervisor
OIC- Assistant Schools Division Superintendent
OIC- Schools Division Superintendent
Graduation Program (Guidance Teacher)
School Seal (SSG President) and (Faculty President)
Color Guards |
| II. National Anthem
Prayer
Muntinlupa March | Audio Visual Presentation
Audio Visual Presentation
Audio Visual Presentation |
| III. Words of Welcome | Top 2 (Highest Average in the Cluster Schools)
(Max 2 minutes – to be checked by the PSDS) |
| IV. Presentation of Graduates | School Head |
| V. Attestation of Graduates /
Completion | Public Schools District Supervisor |
| VI. Confirmation of Graduates/
Completers | DR. VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent |
| VII. Inspirational Messages | HON. ROZZANO RIFINO B. BIAZON
Mayor, City of Muntinlupa

AWARDING OF MEDALS

HON. ATTY. JAIME R. FRESNEDI
Representative, Lone District of Muntinlupa

HON. JUAN EDGARDO "SONNY" M. ANGARA
Secretary, Department of Education |
| VIII. Message of the DepEd
Secretary | DR. VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent |
| IX. Distribution of Diplomas and
Awarding of Medals | NAME
Public Schools District Supervisor

NAME
School Heads |
| X. Awarding of Medals to Honor
Students | |

XI. Words of Appreciation	Top 1 (Highest Average in the Cluster Schools) (Max 3 minutes – to be checked by the PSDS)
XII. Pledge of Loyalty	Top 3 (Highest Average in the Cluster Schools) Max 2 minutes – to be checked by the PSDS)
XIII. Words of Gratitude	Top 4 (Highest Average in the Cluster Schools) Max 2 minutes – to be checked by the PSDS)
XIV. Graduation Song	(School Choice)
XV. SDO Hymn	Completers/Graduates
XVI. School Hymn	Completers/Graduates
XVII. Recessional	Color Guards School Seal (SSG, President & Faculty President) Graduation Program (Guidance Teacher) Schools Division Superintendent Assistant Schools Division Superintendent CID- Chief Education Supervisor OIC-SGOD- Chief Education Supervisor Public Schools District Supervisor Education Program Supervisors School Principal Guests Faculty Members SPTA Non-Teaching Personnel Candidates for Graduation



Republic of the Philippines
Department of Education

MAR 21 2025

DepEd MEMORANDUM
No. **027**, s. 2025

CONDUCT OF THE K TO 12 BASIC EDUCATION PROGRAM END-OF-SCHOOL-YEAR RITES FOR THE SCHOOL YEAR 2024-2025

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
ALS Community Learning Centers
All Others Concerned

1. The Department of Education (DepEd) announces the conduct of the End-of-School-Year (EOSY) Rites for Kindergarten, Grade 6, Grade 10, and Grade 12 and Alternative Learning System (ALS) learners who satisfactorily meet the curriculum requirements at the end of the school year (SY) 2024-2025.
2. Pursuant to DepEd Order (DO) No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025), the school year shall end on April 15, 2025. Thus, the EOSY rites shall be any of the dates from **April 14-15, 2025**.
3. The theme of the SY 2024-2025 EOSY rites shall be ***Henerasyon ng Pagkakaisa: Kaagapay sa Bagong Pilipinas (Generation of Unity: Partners for the New Philippines)***. The theme underscores the importance of unity and collective efforts in achieving a stronger and brighter future, emphasizing the crucial role of the current generation in supporting one another and working together toward a new and progressive Philippines.
4. The following provisions stipulated in DO 009, s. 2023 (An Order Updating the Multi-Year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program End-of-School-Year Rites), are reiterated:
 - a. Graduation and Moving-Up Ceremonies shall be simple but meaningful. While these rites mark a milestone in the lives of the learners, graduation and moving-up ceremonies shall be conducted without excessive spending, extravagant attire, or extraordinary venues.
 - b. Non-academic projects articulated in DO 66, s. 2017 titled Implementing Guidelines on the Conduct of Off-Campus Activities,

such as attendance to field trips, film showings, Junior-Senior Promenade, and other school events, shall not be imposed as graduation or completion requirements.

- c. For public schools, expenses relative to the activity shall be charged to the school's Maintenance and Other Operating Expenses (MOOE), subject to existing guidelines. **No DepEd personnel shall be allowed to collect any kind of contribution or fee for the Graduation/Moving-Up Ceremonies** in accordance with the provisions of DO 19, s. 2008 (Implementation of No Collection Policy in All Public Elementary and Secondary Schools).
 - d. The format of the certificate of completion and diploma shall be in accordance with Enclosure 1, pages 44 to 46 of DO 031, s. 2019 (The Department of Education Service Marks and Visual Identity Manual).
 - e. All DepEd officials (including third-level officials), teaching, and nonteaching personnel are prohibited from engaging in any electioneering or partisan political activity in relation to the forthcoming 2025 National and Local Elections, pursuant to DO 048, s. 2018 (Prohibition on Electioneering and Partisan Political Activity), and DO 047, s. 2022 (Promotion of Professionalism in the Implementation and Delivery of Basic Education Programs and Services) and its amendments through DO 049, s. 2022.
5. All learners, including transferees, who have met the standards, criteria, and guidelines set in DO 36, s. 2016 titled Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program shall be recognized.
6. To ensure the safety and protection of learners, teachers, and attendees, schools are advised to hold their EOSY Rites in indoor venues with proper ventilation or covered courts to avoid exposure to the extreme heat of the sun. Schools shall avoid scheduling their EOSY Rites during the time of the day when temperatures are at their highest.
7. For further inquiries or clarification, please contact the **Bureau of Learning Delivery**, 4th Floor, Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at bld.od@deped.gov.ph or at telephone numbers (02) 8637-4346 and 8537-4347.
8. Immediate dissemination of this Memorandum is desired.



SONNY ANGARA

Secretary



References:

DepEd Order (Nos. 009, s. 2024; 009, s. 2023; 049 and 047, s. 2022; 031, s. 2019; 66, s. 2017; 036, s. 2016)
DepEd Memorandum No. 023, s. 2024

To be indicated in the Perpetual Index
under the following subjects:

ALTERNATIVE LEARNING SYSTEM
BASIC EDUCATION
GRADUATION
JUNIOR HIGH SCHOOL
KINDERGARTEN EDUCATION
LEARNERS
SCHOOLS
SENIOR HIGH SCHOOL